FAST ADD

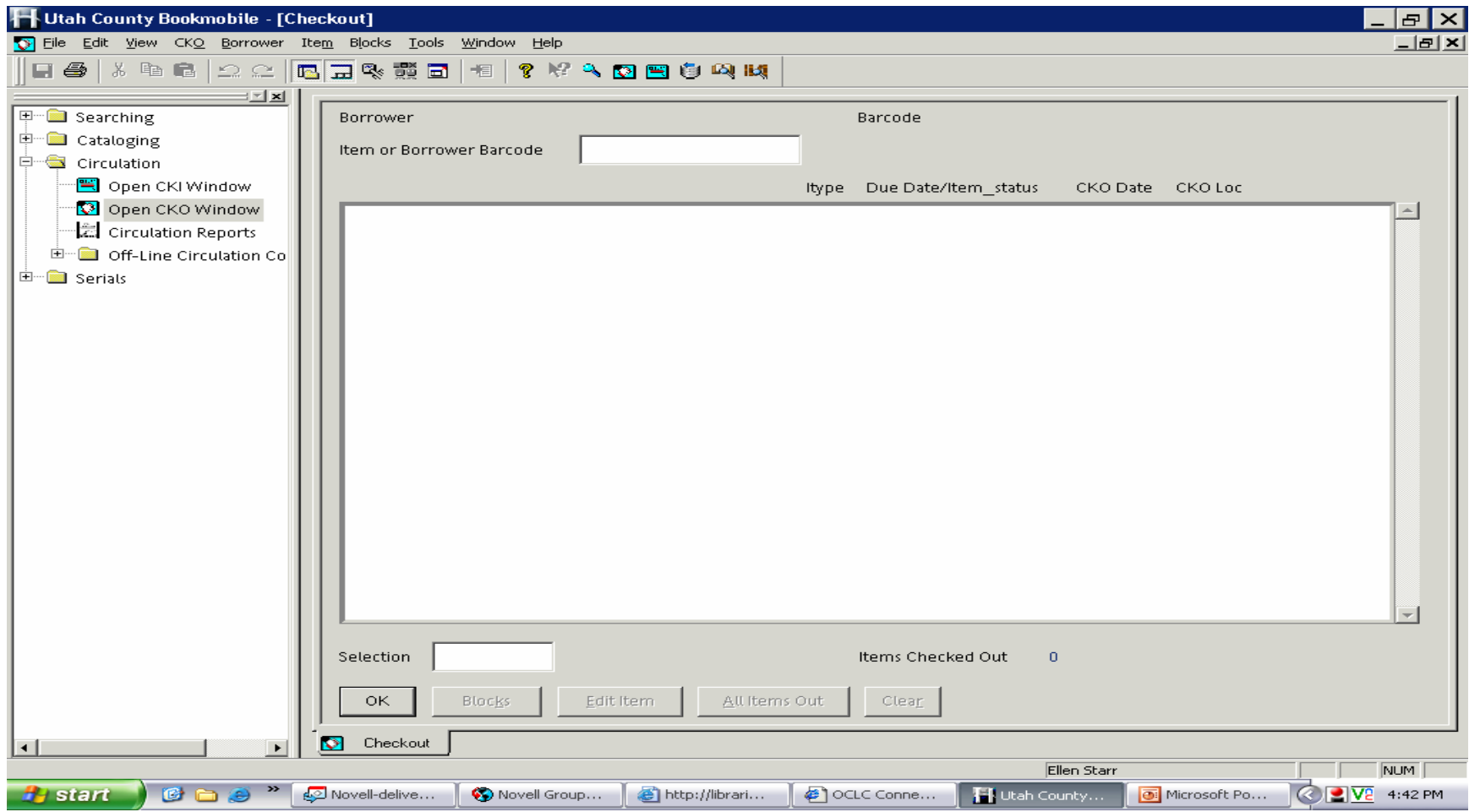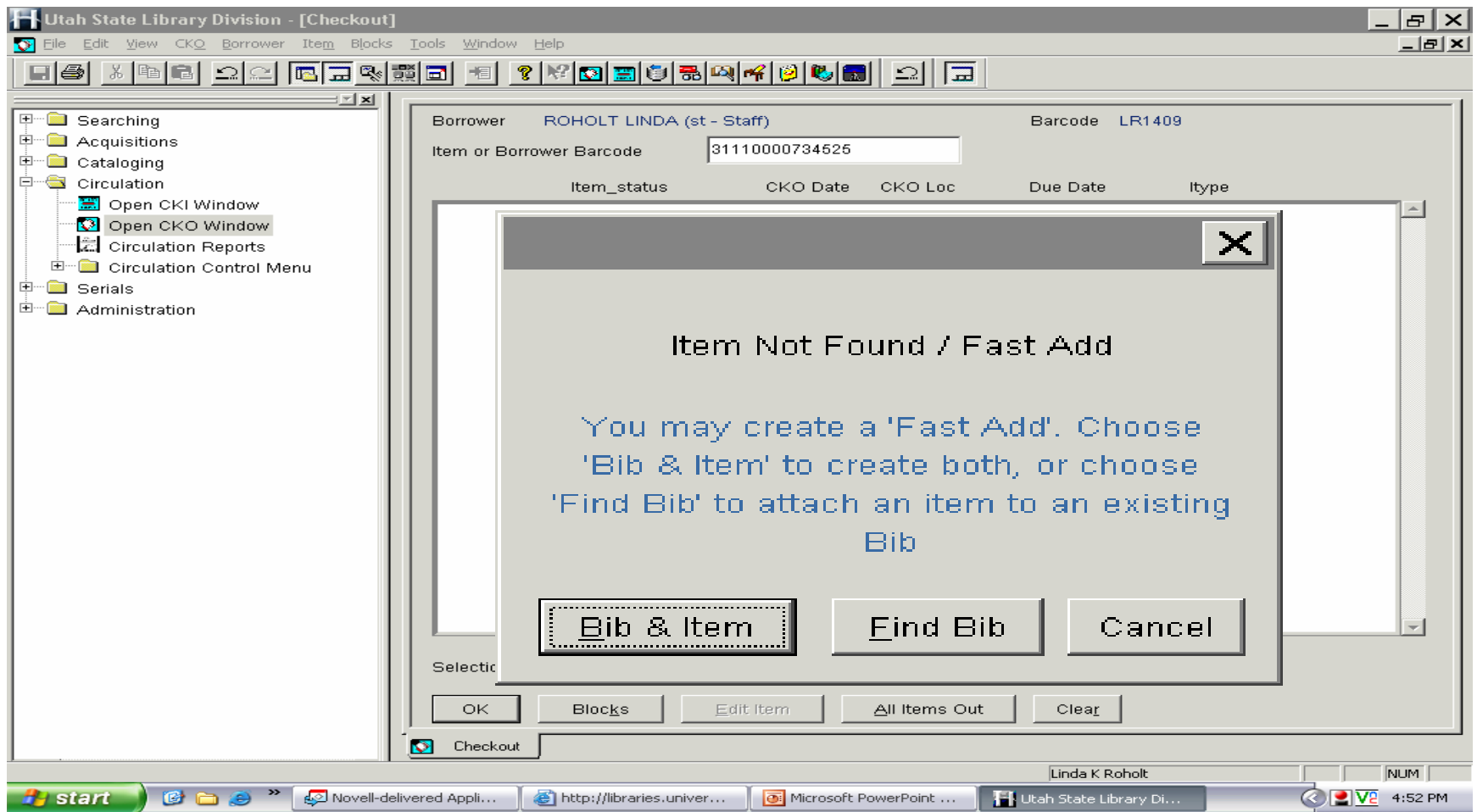## Horizon 7.33

Attributes of Fast-Add

- Allows circulation of an item that is not currently in Horizon

- Alerted when checked-in of need to catalog the item

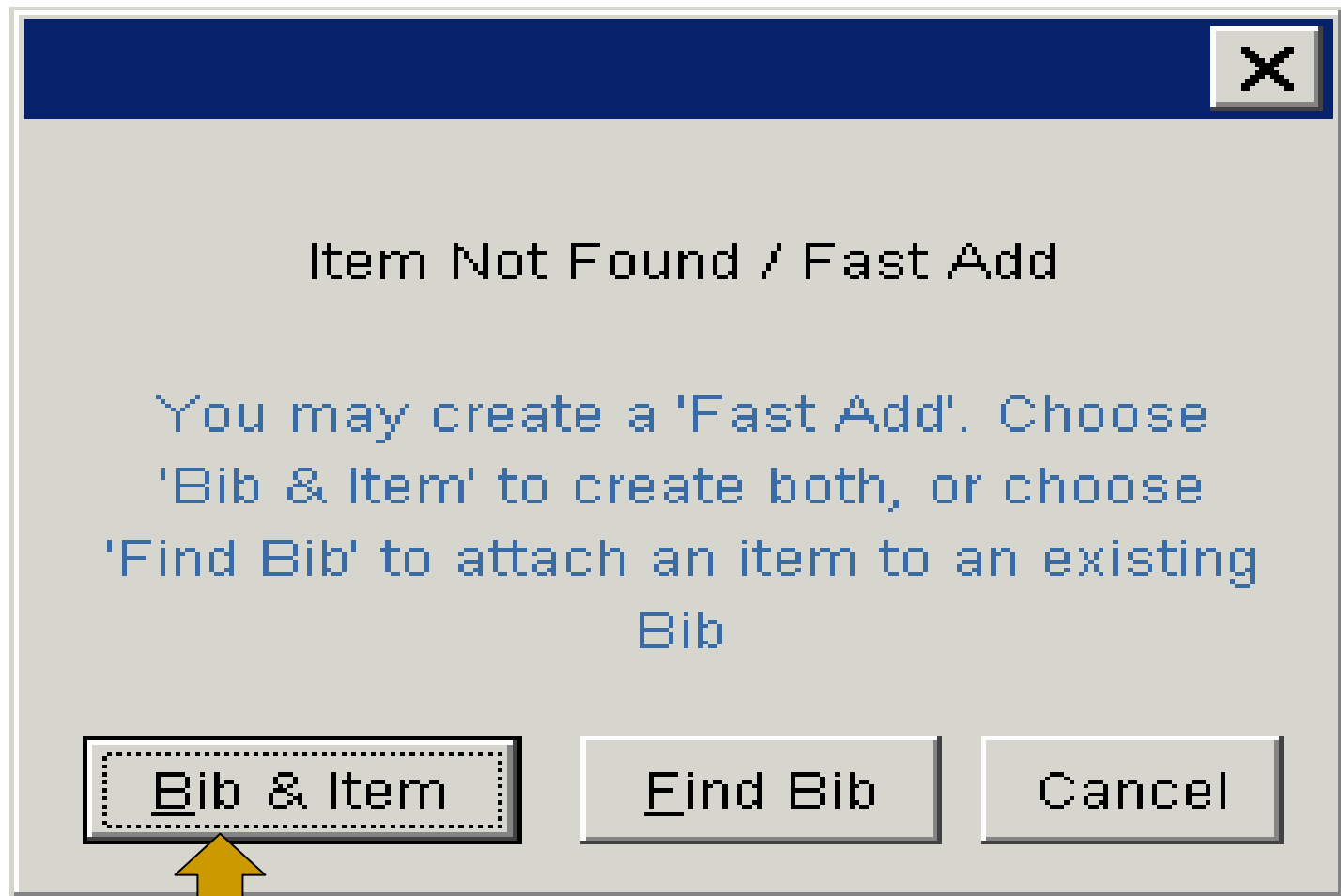- Useful for holds and items missed when retro-converting

Step 1: Open Check-out – Choose patron

Step 2: Place barcode on item and Scan — if typing use all barcode numbers

Step 3: Choose "bib & item"

Step 4: Fill out quick add info

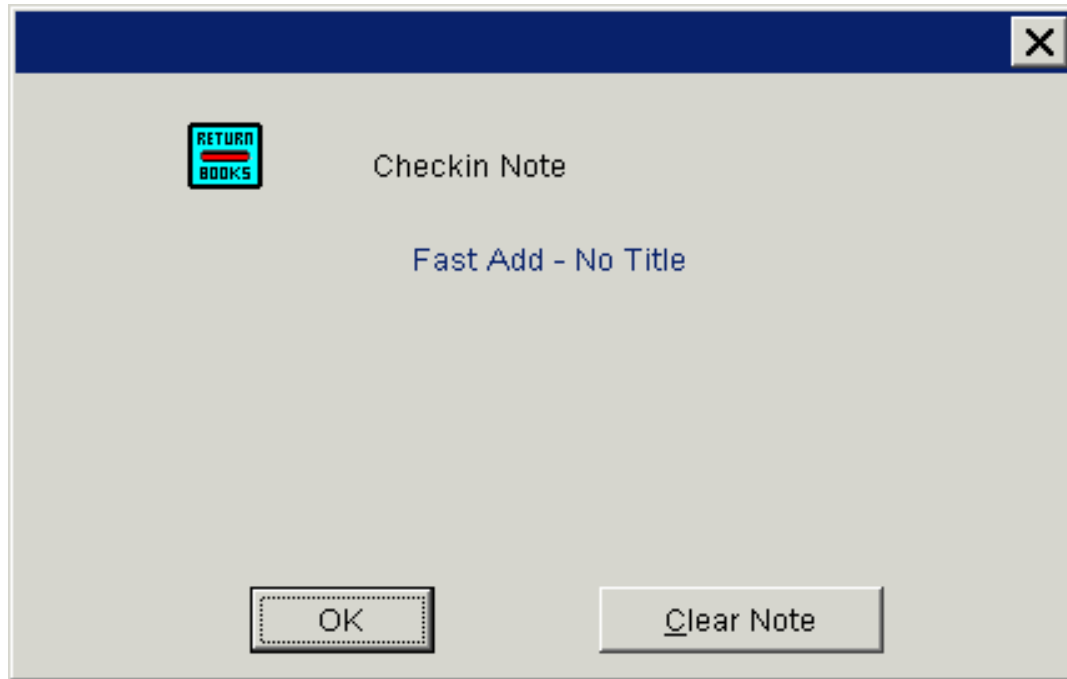# Step 5: Item is then checked- out
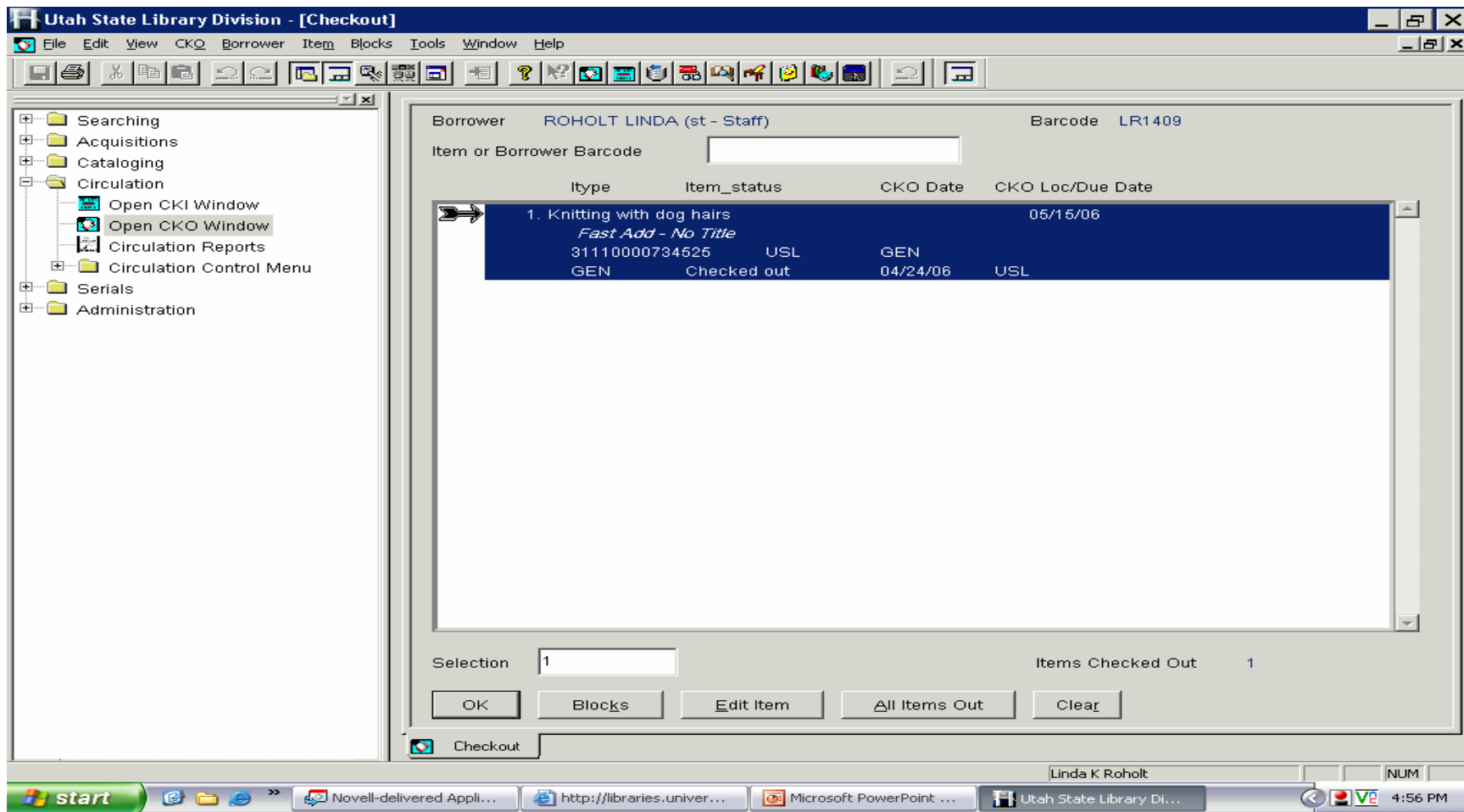
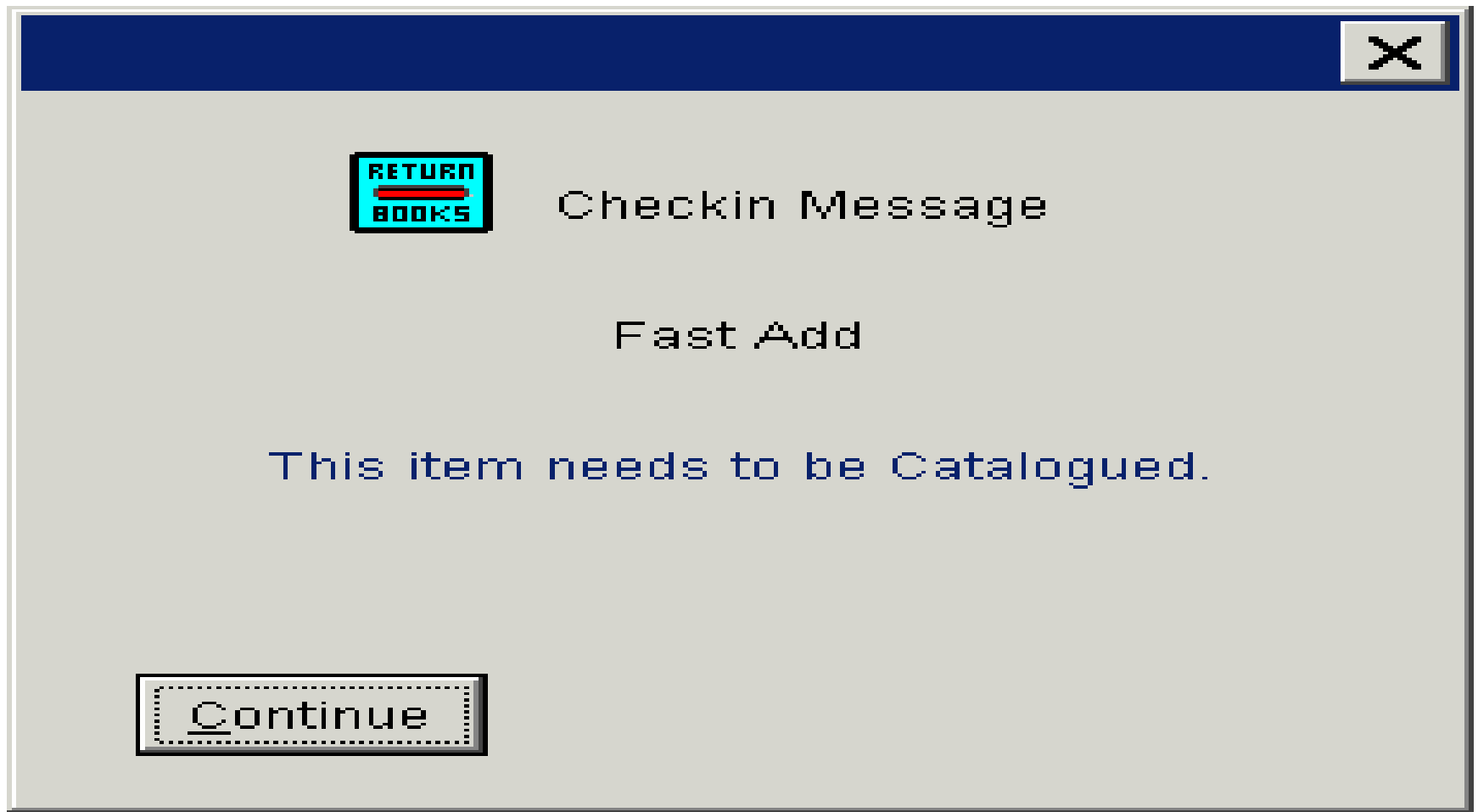# Step 6: When item is checked- in

- When a fast add item is checked-in it will alert you to catalog the item

Alert message

Merge or Delete Fast Add Record

- Merge: Send new and fast add record to Marc Editor – Fast add record is in back of new full record – Marc>Merge OR use train track icon in Marc Editor

- Delete Record: Send fast add record to Marc Editor – 1)Delete item first File>Delete Record> Yes to delete and then 2) Delete bib record – same procedure as above

Questions?

- Contact Linda Roholt at Utah State Library
- lroholt@utah.gov
- 1-800-662-9150 or 801-715-6754